

Chapter 6 – Annual Report and Certification Form

This Chapter contains information regarding the Annual Report and Certification, including reporting requirements, and the Annual Report and Certification form to be submitted to the Department.

The Annual Report and Certification form is on the CD provided to you by the Department and may also be downloaded at www.state.nj.us/dep/dwg/municstw.html. The form is available as both a PDF file, which may be printed and completed by hand or as an MS Word fill in form document, which can be completed using MS Word and saved for later updates and changes.

Annual Report and Certification

Tier B Municipalities shall complete an Annual Report (on a form provided by the Department, see below) summarizing the status of compliance with this permit including measurable goals and the status of the implementation of each SBR contained in Part I, Section F of the permit. This report shall include a certification that the municipality is in compliance with this permit, except for any incidents of noncompliance. Any incidents of noncompliance with permit conditions shall be identified in the Annual Report and Certification. A copy of each Annual Report and Certification shall be kept at a central location and shall be made available to the Department for inspection.

- If there are incidents of noncompliance, the report shall identify the steps being taken to remedy the noncompliance and to prevent such incidents from recurring.
- The Annual Report and Certification shall be signed and dated by the Tier B Municipality, and shall be maintained for a period of at least five years. This period may be extended by written request of the Department at any time.

The Annual Report and Certification shall be submitted to the Department pursuant to the following submittal schedule:

- Submit an Annual Report and Certification: **on or before July 1, 2005 and every 12 months thereafter.**

The Department recognizes that in some of the annual reports, especially the first annual report submitted on or before July 1, 2005, that many of the permit requirements will not have been completed and the municipality will enter “No” or “Not Applicable” or give the implementation status.

The Annual Report and Certification shall be submitted to the following address:

**New Jersey Department of Environmental Protection
Municipal Stormwater Regulation Program
Bureau of Nonpoint Pollution Control
PO Box 029
Trenton, NJ 08625-0029**

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